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**City of Nashua**  
**Central Purchasing**  
229 Main Street  
Nashua NH 03060  
603-589-3330 Fax: 603-589-3344

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September 4, 2015

**REQUEST FOR QUOTATION**

**Pump Stations Cleaning Project**  
**RFQ1090-090915**

There are 13 existing pump stations in Nashua. The City of Nashua, Division of Public Works, invites qualified firms to submit an Invitation for Bid for the cleaning of Pump Stations at various locations throughout the collection system in Nashua, NH. Twelve of the pump stations are in need of cleaning which involves pumping out solids and hosing off any debris or grease in the wet well. Due to a shortage of staff and need for available staff to complete work elsewhere in the city the wastewater collection staff cannot currently complete this work.

**INSTRUCTIONS TO BIDDERS:**

Qualifications must be submitted with **three sets, one (1) original and two (2) copies** in a sealed envelope plainly marked **"Pump Stations Cleaning Project"** and must be received at the City Purchasing Department, Lower Level, 229 Main St, City Hall, Nashua, NH 03060 by **2:00PM on Wednesday, September 9, 2015**. Results of the Bid Opening will be posted on the City's web site under Bid Results by 5:00PM. Further details are available on the City's web site, [www.nashuanh.gov](http://www.nashuanh.gov), under Citizens Favorites, Current Bid Opportunities, document **RFQ1090-090915**.

**There will not be a pre-submission meeting for this project**

Any questions on this project should be emailed to William Keating no later than 12pm on Tuesday, September 8th. Responses to any questions will be emailed to all interested bidders by 4pm on Tuesday September 8th.

William Keating  
Wastewater Project Engineer  
City of Nashua  
9 Riverside Street  
Nashua, NH 03062  
Email: [keatingw@nashuanh.gov](mailto:keatingw@nashuanh.gov)

Delivery of the submittals shall be at the vendor's expense. The time of receipt shall be considered when a submittal has been officially documented by the department, in accordance with its established policies, as having been received at the location designated above. The City of Nashua accepts no responsibility for mislabeled mail. Any and all damage that may occur due to shipping shall be the vendor's responsibility. Postmarks or other timestamps will not be accepted in lieu of actual delivery. The firm can use whatever delivery mechanism it chooses as long as it remains clear that the firm is responsible for submissions prior to the date and time.

The City of Nashua assumes no liability for the payment of costs and expenses incurred by any bidder in responding to this request for qualifications. All submittals become the sole property of the City of Nashua. This request for qualifications is not a contract and alone shall not be interpreted as such but rather serves as an instrument through which qualifications are solicited.

The City of Nashua may reject any or all of the submittals on any basis and without disclosure of a reason. The failure to make such a disclosure shall not result in accrual of any right, claim or cause of action by any unsuccessful bidder against the City of Nashua.

Pursuant to NRO § 5-71(A), the City of Nashua supports the concept of purchasing products which are biodegradable, can be or have been recycled, or are environmentally sound. Due consideration will be given to the purchase of such products. If you are bidding on any such products which qualify, please so indicate in a cover sheet by item number and description.

The City is exempt of all taxes. All bids must be FOB Nashua, NH.

Pursuant to NRO § 5-78 (F), the Purchasing Manager shall not solicit a bid from a contractor who is in default on the payment of taxes, licenses or other monies due the city. Therefore, this qualifications request is void as to anyone who is in default on said payments.

### **SCOPE OF WORK - RFQ1090-090915**

#### **PUMP STATION CLEANOUT PROJECT**

This project involves cleaning out wet wells at 12 pumps stations at various locations throughout the City. These pumps stations are mostly at off-street locations, but 5 of the smaller pumps stations are in streets. The pump stations located in streets do not require traffic control other than cones to block off the work area and a sign indicating road work ahead. Flaggers and/or a police detail are not needed to the relatively low volume of traffic on the roads. Five of the pumps stations have larger rectangular wet wells and the other 7 pump stations are smaller in nature, typically a manhole structure. It is assumed it will take one day to pump out the larger pump stations and 3-4 of the smaller pump stations can be pumped out in one day. The liquid pumped out of the pump stations will be dumped into the head works area at the NWTF. City personnel will operate the pump control to pump down the liquid level prior to pumping out the remainder. The following is a summary of information on the pump stations and attached are GIS maps of the locations.

NAME	LOCATION	DESCRIPTION	EST. TIME
BlackStone Dr	Off St.-Near 4 Blackstone	Large rectangular wet well	1 day
Fulton St	Street-end of Fulton St.	Small manhole wet well	1/3 day
Gillis St	Street-near 91 Gillis St.	Small manhole wet well	1/3 day
Harris Preserve	Off St-near 4 Preserve Dr.	Large rectangular wet well	1 day
Marshall St	Street-near 42 Marshall	Small manhole wet well	1/3 day
Maurice St	Street-near 27 Maurice	Small manhole wet well	1/3 day
National St	Street-near 9 National	Small manhole wet well	1/3 day
Newton Dr	Off Street-96 Newton	Small manhole wet well	1/3 day
Santerre St	Off St.-back of 12 Santerre	Large rectangular wet well	1 day
Spalding St	Off Street-3 Spalding	Small manhole wet well	1/3 day
Trestlebrook Dr.	Off St near entrance Trstbk.	Large rectangular wet well	1 day
Watson St.	Off St-near 175 Amherst St.	Large rectangular wet well	1 day

Total estimate time: 7.5 days

NOTE: the estimated time to complete the work is a rough estimate and actual time will depend on the contractor's ability and having well maintained equipment available.

This project will be awarded to the lowest responsive and qualified bidder following a reference check. The selected bidder will be required need to provide insurance prior to starting work. A purchase order will also be sent out prior to the start of work. The low bidder must be willing to start work within 15 days of receiving the PO. All work must be completed within 15 working days once the notice to proceed is issued. Work will start at the wet grit tank grit removal first.

1. Total cost to pump out 12 pump station at various locations throughout the City as shown on the attached table, including all other costs associated with this work:

_____	(\$_____)
_____	Numerical amount
Written amount	

Contractor: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

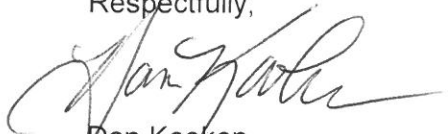
Email Address: \_\_\_\_\_

Additional Information:

- The pump stations were all cleaned out in the last year. Most were cleaned out last October – December. The only one that may not have been fully cleaned out it Trestlebrook (the deepest one).
- Pump truck can be filled with water at the plant at no charge. To use any hydrant on the City water system, the contractor would need to coordinate with Pennichuck Water Works (PWW), which entails fees and a meter installation by PWW.
- Working hours: 7am – 5 pm. Later working hours can be arranged with permission.
- Most of the bigger pump stations have 2 sections in the wet well that can be separated from each other by closing a gate. In this manner, one section can be isolated and cleaned out at a time. City personnel will be on hand to close the gate if necessary.
- Most of the pump stations could probably be cleaned out from above ground, but the contractor should have confined space entry equipment available to enter the deeper pump stations which cannot be fully cleaned from ground level. Attached is a list of the approximate depth of the pump stations.

- The selected contractor will be required to provide an insurance certificate according to the following:  
Gen Liability: \$1,000,000/occurrence, \$2,000,000-aggregate; Motor Vehicle: \$1,000,000 combined single limit; Workers' Compensation Coverage according to NH Statute: \$100,000/\$500,000/\$100,000 (sole proprietors are not subject to Workers' Compensation requirements).

Respectfully,



Dan Kooker  
Purchasing Manager  
City of Nashua  
[kookend@nashuanh.gov](mailto:kookend@nashuanh.gov)  
Phone: 603-589-3333